Progress Report
Project Title

Optional Project Subtitle

Period of Activity: 01 October 2016 – 30 September 2017

Principal Investigator
Name
Institute
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City, State Zip
Email:
Tel:

Financial Contact
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_____	_____
Signature Date	Signature Date

Co-Principal Investigator
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Budget Summary
FY 2017:

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Project Title

PI[1], co-PI[2], co_PI[3], … and co-PI[4]
[1]PI Institution, City, State
[2]co-PI Institution, City, State
[3]co-PI Institution, City, State
[4]co-PI Institution, City, State
etc
[Use superscripts only if more than one institution]

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Table of Contents

1. Project Summary

The Project Summary is a self-contained synopsis of the project that explains what you are doing, and the scientific, technological, and societal rationale. *The objective of the project summary is to explain NOAA's investment in your project.* Please describe (using layman's terms) the nature of the ocean observations and their societal benefits to a wide array of users. The project summary should inform the generalist (such as a congressional staffer or NOAA budget analyst) about your project and how it fits in as a component of the ocean observing system. Please define all acronyms. If you are delivering data, indicate whether they are accessible in near real time, and where the data are archived. Please identify the users of your data, and for what purpose they require and use these observations.

2. Scientific and Observing System Accomplishments

This section should be written as a narrative that informs in greater depth on issues and findings than statistics provide. Your report *could* include performance statistics (e.g., rate of data return, number of deployments, outcomes-oriented metrics, etc.), data considerations (e.g., availability, access, archiving), logistical matters in cases where statistics may tell a large part of the story.

However, in this section, priority should be placed on conveying results and insights regarding the function and utility of the ocean observing system.

Please address the following:
- Primary achievements during FY 2017
- Scientific advances and significance of your work (For multi-institution proposals, provide your top 2 or 3 advances)
- Deliverables that address societal needs related to the Earth's climate, including delivering continuous instrumental records for global analyses of:
    - sea surface temperature and surface currents,
    - ocean heat content and transport,
    - air-sea exchanges of heat, momentum, and freshwater,
    - sea level, and
    - ocean carbon uptake and content
- Progress on the milestones and performance measures included in your FY 2017 work plans
- Impacts of flat or reduced funding on your ability to carry out your work
- Website for your program

3. Outreach and Education

Communicating and describing our supported activities and resulting outcomes has received increased attention as ocean climate connections continue making headlines and opportunities arise to educate the public about our activities. We report activities of note, achievements, and education activities to the Climate Program Office and NOAA leadership on a weekly, quarterly, and annual basis. These items inform NOAA leadership, and appear on OOMD, CPO, and climate.gov web sites, as well as other NOAA and non-NOAA-related publications. They also raise the visibility of the program.
- Please describe in a paragraph your activities to inform (e.g., through websites, articles in mass media) the wider community of your work.
- Please describe your efforts working with students, schools, teachers, the general public, museums, aquaria, etc., and ways that you are helping train our next generation scientists to understand and appreciate ocean climate science, either directly or indirectly.

4. Publications and Reports

4.1. Publications by Principal Investigators

As part of NOAA's plan for Public Access to Research Results (PARR), Grantees are required to specify funding sources using the FundRef mechanism when papers are submitted for

publication. You should include the **NOAA CPO FundRef number (100007298)** when submitting your manuscript to a publisher so that it will be available as metadata. We may use this information to highlight any papers coming from your research on our funded projects pages.

Please list all publications (published in the last year) in which one of the project investigators is a lead or contributing author and whose efforts were supported by OOMD. Please follow the *Bulletin of the American Meteorological Society* style (http://www.ametsoc.org/pubs/Refstyl.pdf) and **forward an electronic copy of each cited publication to climate.observation@noaa.gov.**

Please acknowledge that you have satisfied the PARR requirements for publications. For more information on what documents the library accepts for the repository, please visit our NOAA IR Document Policy.

List your publications under the following subheadings:

- Published
- In press
- Proceedings from conferences (if peer-reviewed)
- Technical reports
- Data reports

** Please update your Program Manager throughout the year as publications come out. This will help raise visibility of our program to others within NOAA.

4.2.   Other Relevant Publications

Please list other significant publications (published in the past year) in which a principal investigator's work (or the project itself) is cited or the project's data used. **Please follow the *Bulletin of the American Meteorological Society* style (https://www.ametsoc.org/ams/index.cfm/publications/authors/journal-and-bams-authors/journal-and-bams-authors-guide/references/)** and include an electronic copy of two of the most significant citations.

Clearly differentiate between the list of publications by principal investigators and other relevant publications in your report.

5. Data and Publication Sharing

As part of NOAA's Public Access to Research Results (PARR) plan (http://docs.lib.noaa.gov/noaa_documents/NOAA_Research_Council/NOAA_PARR_Plan_v5.04.pdf) new requirements are being implemented to ensure that all NOAA or NOAA funded data are well documented, publicly accessible, and preserved.

For projects that collect data, please provide any updates to the Data Management Plan that was included in your FY17 Work Plan. The Data Management Plan should describe where your data can be publicly accessed, and what your procedures are (e.g., submission / update schedule with facility, latency of making data public). If data are not currently being made publicly available in a timely fashion (e.g., within 2 years of collection or at time of publication in peer reviewed literature), please address how this will be accomplished.

6. Project Highlight Slides

Please attach up to three slides highlighting your project's progress (including relevant notes and credits). The slides will be made available to OOMD program mangers in a google folder (https://drive.google.com/drive/folders/0B-_RDcsWRQpqSkhLeFltT1V1X2s) which will also enable updates by PIs. Note: Information shared on slides may be shared with agency leadership, in interagency discussions, and occasional briefings in public settings.

Length and Style: Submit your Progress Report in Word (not PDF). Limit your report length to no more than 10 pages, plus figures (which are encouraged) and tables. This is not a firm requirement as highly complex projects containing many components may require more space; if so, please exercise restraint in length. This translates into a request for information at a level of granularity that is appropriate to technical programmatic oversight; please do not simply refer us to research papers for the concepts, approaches, and findings, but, conversely, please do not repeat the level of detail of research publications either. Use Times New Roman, 12pt font size, left justified for the text in the main body of the report, and blocked paragraphs (no indent) with a blank line between them. Further stylistic details are given below. **Use the Progress Report template in this document; please overwrite the instructions under each heading.**

NOTE: **Your progress report will be posted on the OOMD website** (http://cpo.noaa.gov/Meet-the-Divisions/Ocean-Observation-and-Monitoring/OCO/OCO-Copy). The cover/signature page and funding amount, however, will not be posted. Please be certain, therefore, to include project title/authors/ affiliations at the top of the first page of the report *in the format indicated in the template*.

Please note the following:

1. Please use this FY17 report template. ***Reports submitted using templates from previous years will be returned, as will documents in PDF***. *You will be asked to resubmit using the correct form and format.*

2. In order to spare us the task of reformatting your report prior to uploading to the web, please do not change the basic formatting of the report template.

3. Please observe the following style guidelines for the report:
    a. **Font**: Times New Roman
    b. **Body text**: 12 point, plain
    c. **Justification**: Left
    d. **Paragraphs**:
        i. Block (no indent)
        ii. Spacing before and after = 0
        iii. Insert one blank line between paragraphs
    e. **Margins**: 1 inch
    f. **Line Spacing**: Single
    g. **Sub-section Headers**: If you wish to add subsections that will appear in the Table of Contents, please assign to them a style of "Heading 2," or "Heading 3."
    h. **Title**: 14 point, bold, centered
    i. **Authors**: 12 point plain, left justified, use superscripts if more than one affiliation
    j. **Affiliations**: 12 point plain, left justified
4. Please be certain to add the title of your report to the footer, starting on page 2.
5. Please ensure that the Project Summary is as you would like it to appear as a separate, stand-alone document for the website. Unless the goals and objectives of your project change substantially, there is no need to change the Project Summary from year to year.
6. Please add signatures to the cover sheet and return with your report.